COVID Vaccination Certification

To help us keep track of employees who have received the COVID 19 Vaccination, a copy of your vaccination card should be uploaded to your online HealthFirst Portal account. If you have not created your online account, follow the steps under **Create an Account**. If you have already registered and have a portal account, go to the next page—**Uploading Your Card, Pay Stub or other Proof of Payment.**

Notes:

A. If you do not have computer access, please submit your document to Team Resources.

B. If you have coverage through another medical plan, please upload your pay check stub or proof of payment

Create an Account

Important Note: You will need to have an email address to access confirmation of your registration in the following steps.

To Register: Go to www.hfbenefits.vbagateway.com.

1. Select **Click here to register and/or enroll** on the Welcome screen.

2. From the dropdown, select **Member**.

3. Enter last 4 digits of your SSN and your birthdate.

4. Your **GATEWAY REGISTRATION CODE:** your birth date in MMDDYYYY format plus the last 4 digits of your SSN. Example: 010119894567

5. Enter first name, last name, username email address and password. Select **SUBMIT**.

6. You will receive an email confirming your registration. Click on the link embedded in the email. This will open a popup window.

7. Select **CLICK HERE TO ACTIVATE**. A new popup will appear, select **Click here to login**.

8. The login page appears, enter your username and password from Step 5 and **LOG IN**.

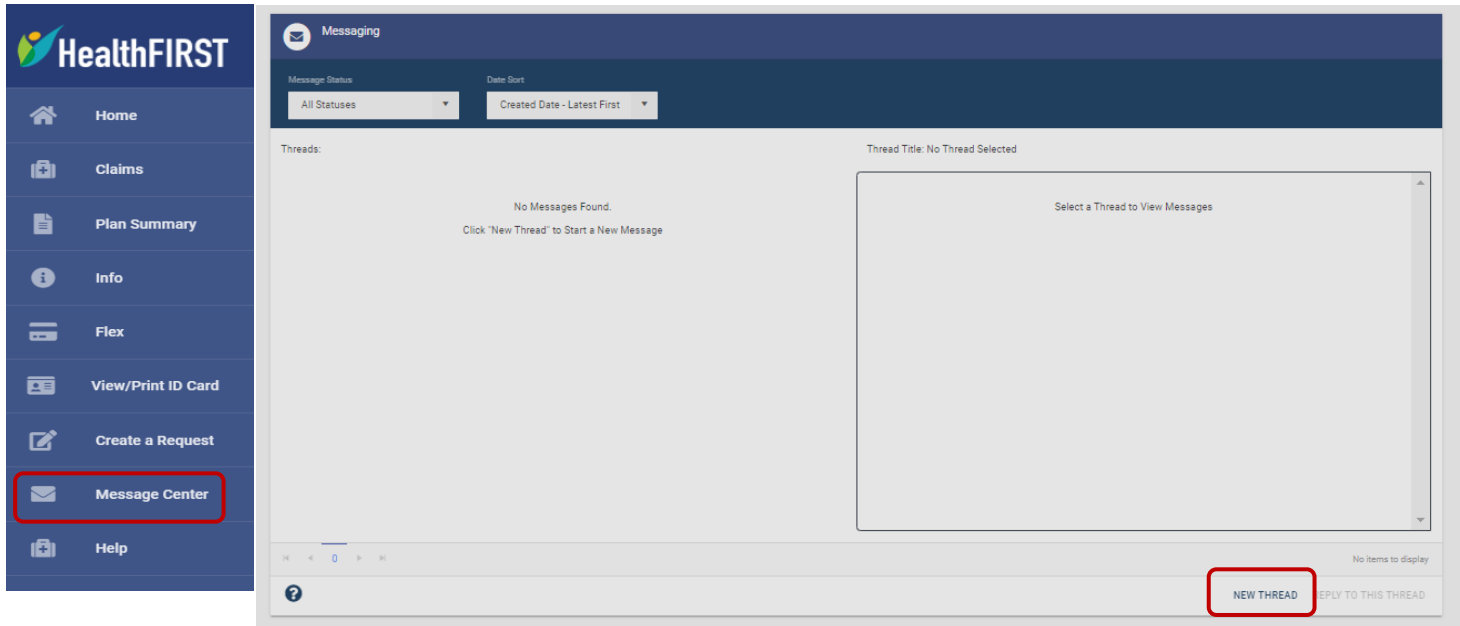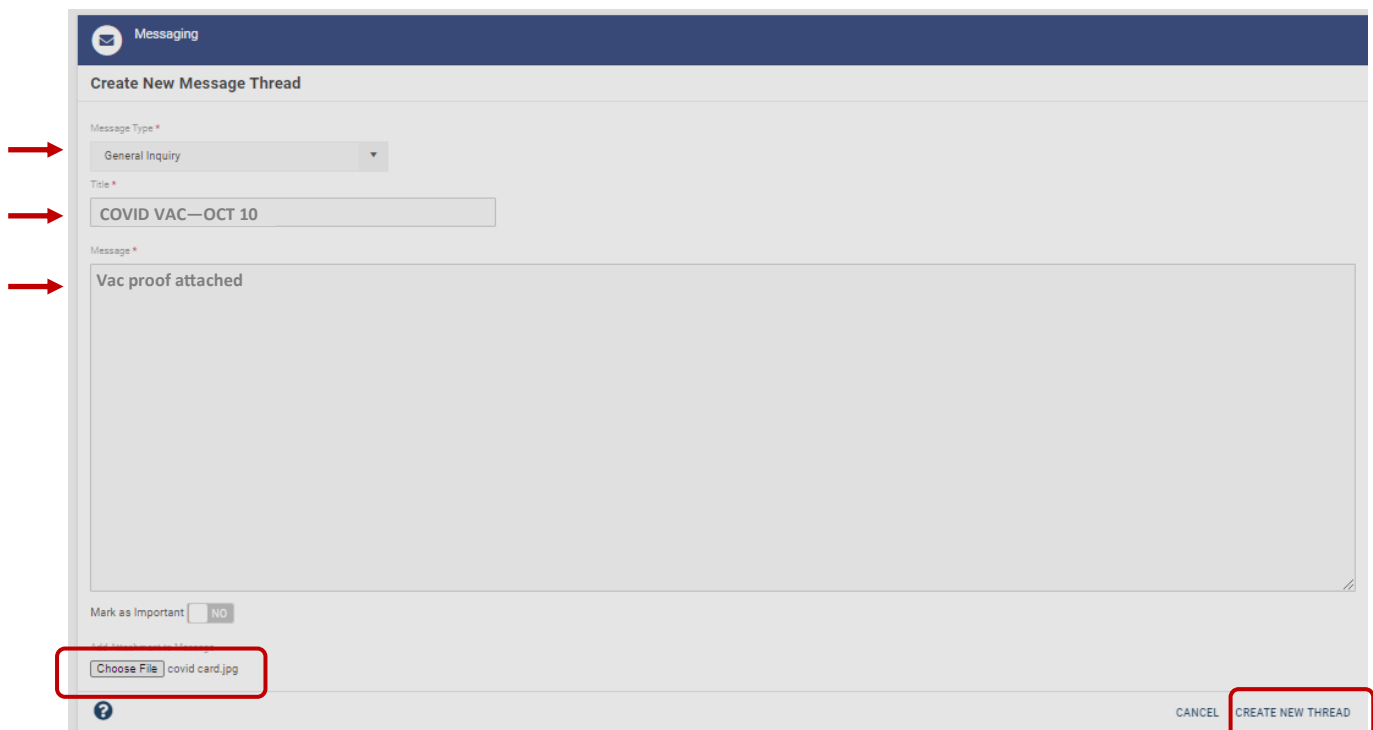## Uploading Your Card, Pay Stub, or other Proof of Payment

After you have logged in, follow these steps to upload your card, pay stub or other proof of payment

⇒ You can take a photo of either of the above documents and email it to your email address or scan the card to your email address and save it to a file.

1. Select **Message Center** from the Sidebar and next, select **NEW THREAD** in bottom right corner of window and another window will open.

2. Select from Message Type pulldown, **General Inquiry.** Enter **COVID VAC** in Title field <u>AND</u> the **date of your second dose**. Enter **Vac proof attached** in Message field. Next, **Choose File** and select the image of the card from your saved files. Once the name of the file appears, select **CREATE NEW THREAD.** Messages will appear to let your know that your message was sent with an attachment.

Please email communications@hfbenefits.com if you have any issues.